

Concept Proposal
Byrne Formula Grant

Proposed Program Title:

Provide a descriptive title for the proposed program

What is the Problem?

Include:

How wide-spread?

How severe?

Impact of current efforts?

Quantify the situation.

Limit your response to one page.

What are you proposing to Do? and How Do you intend to do it?

Include:

Who (by and affected)?

How?

How often?

When (timeline or phases)? and

Where?

Limit your response to one page.

What other Agencies/Resources will Work with You?

If the proposal calls for a stand-alone effort of one agency, say so.

If not, identify the other agencies, and how they will work with you – quantify their effort (time, personnel, funding, facilities, or other contributions)

Limit your response to one page.

How will you Know if Your Concept Works?

Include:

What is the expected outcome, and

Evaluation Method (what will be measured to indicate success, when, by whom).

Limit your response to one page.

What are the Cost Benefits of Implementing the Proposed Program?

Include as appropriate:

Component /function costs.

Current and additional costs,

Base and incremental costs,

Leveraged funds, match and source, and

Savings, to whom and when expected.

Limit your response to one page.

General Instructions

Ask yourself the following questions:

- Are the questions clearly restated, and sequentially addressed?
- Is the proposal relevant and viable in more than one community or region?
- Is the proposal compatible with a five-minute executive briefing?
- Is each response limited to one page?
- Are acronyms defined?
- Does it leave a reader, not familiar with the problem, with additional questions?
- Are the problem, proposal, outcomes and costs quantifiably stated?
- Are assumptions and prerequisite actions/situations identified?
- Is the proposal easy to read, grammar and font (New Times Roman or Arial font, size 11-12)?

Submission:

- Due Date: On or before November 19, 2004. Proposals received after this date will be reviewed/retained solely at the discretion of the reviewing sub-committee.
- Submission is to be by email to: SuzanneW@CTED.WA.GOV

Review/Presentation:

- Concept proposals are for review by a sub-committee of the Byrne Grant Advisory Committee in early December 2004, and will be submitted with the sub-committee's comments to the full Committee in mid-December.
- Each proposed concept must be able to stand alone – verbal presentations of the proposals will not be made unless specifically requested by the reviewing sub-committee.
- Feedback on reception and or funding of submitted concepts will not be available until after January 1, 2005.
- Submitted concept proposals not recommended for funding will be kept on file for three years and available to the committee for re-consideration.

Consideration and Funding Timeline:

(target dates, flexible based upon congressional and legislative action)

- **Concept Consideration**
Staff Review: November 22-30, 2004
Sub-committee of the Byrne Grant Advisory Committee: December 1-15, 2004
Byrne Grant Advisory Committee: Mid December, 2004
- **Funding Recommendations**
Byrne Grant Advisory Committee: Mid December, 2004
Legislature: January through April, 2005 (if recommended for funding)
- **Implementing Project Solicitations:** (if approved by the legislature)
Project Application Announced: February 15 to April 30, 2005
(variable with legislative budget action) (normally open & competitive)
(normally open for 30 to 45 days)
- **Contracting:** (of selected implementing projects)
April 15 through June 30, 2005
- **Award Period:**
July 1, 2005 through June 30, 2006
- **Continuation Awards:**
Maximum of 48 months cumulative funding (calculated from the beginning to end of the award periods, not from contract execution or beginning of expenditures)

Questions:

Please email Bill Johnston at billj@cted.wa.gov or call 360-725-3030.